

AMENDED 8 Oct 2009

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-532

OPEN PERIOD:

5 Oct 09 – 6 Nov 09

JOB TITLE:Command Administrative
Officer**PAY GRADE AND SERIES:**

GS-0340-14/15

PAY RANGE:

\$101,411 - \$153,200

POSITION LOCATION:

Sacramento

APPOINTMENT TYPE: PERMANENT- DUAL STATUS**PDCN #:** 09368000**AREA OF CONSIDERATION:** CURRENT CALIFORNIA ARMY
NATIONAL GUARD PERMANENT TECHNICIANS**Security Clearance Required:**
Top Secret

Military Grade of O6

Compatible Military Grade Assignment: MOS Immaterial**THIS IS A PERMANENT POSITION**

This position is located at the JFHQ Army National Guard (ARNG), Command Administrative Office. The purpose of this position is to manage ARNG military functions and direct program operations throughout the state. The incumbent is the senior federal full-time Army National Guard management official and serves as principal executive assistant and advisor to the Deputy Adjutant General, ARNG. As the state's chief ARNG management official, this position oversees and directs a variety of four or more comprehensive military training programs for a force of 17,000 including a Division HQs, 8 Brigade HQs, 30 Battalions, 3 Training Installations and 3 Flight Facilities, Major Training Area(s), and an AVCRAD in addition to generic support organizations.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification is authorized upon approval.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is authorized upon approval and subject to the provisions of the Joint Travel Regulations.

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Frequent, more than 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques.

Specialized Experience GS-0340-14 Trainee: Must have 36 months experience in maintaining current operating knowledge of each functional area; experience in managing functional programs at the Brigade G-Staff, J-Staff, and X-Staff (JAG, IG, EO, etc.); experience in personnel management; experience of funds management; experience in program analysis and strategy. **One year of the experience listed above must have been equivalent to the GS-12 and above level.**

Promotion of a trainee to the target position is **NOT** automatic with the completion of time-in-grade on the job training to meet qualification requirements. The immediate supervisor and higher supervisors in the organization must assure that the trainee level has adequately mastered through actual performance not just passage of time and that target level duties are available and essential.

If the incumbent is not promoted to the target level because the trainee level has not been mastered, he/she should be reassigned (or other appropriate action taken) unless the supervisor is satisfied that the trainee level will be mastered.

If promotion to the target level position is not made because target level duties are not available, reassignment or other appropriate action will be initiated.

Specialized Experience GS-0340-15: Must have 36 months experience in maintaining current operating knowledge of each functional area; experience in managing functional programs at the Brigade G-Staff, J-Staff, and X-Staff (JAG, IG, EO, etc.); experience in personnel management; experience of funds management, experience in program analysis and strategy. **One year of the experience listed above must have been equivalent to the GS-14 level.**

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

- a. Knowledge of all levels of Army organizational structures.
- b. Skill in managerial or command level experience commensurate with programs at the O6 level.
- c. Knowledge of technician, AGR, or State Active Duty personnel programs at the managerial or command level; including experience in writing, reviewing or evaluating job descriptions.
- d. Skill in managerial level experience of funds management, budget development, and budget analysis.
- e. Ability to analyze and critique programs developing organizational long range goals and objectives.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

Must qualify for appropriate level of security clearance required for the position

Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)
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APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from

HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER